

**PART IV - REPRESENTATIONS AND INSTRUCTIONS****SECTION L -  
INSTRUCTIONS, CONDITIONS, AND NOTICES TO OFFERORS****L.1 SOLICITATION PROVISIONS****52.252-1 SOLICITATION PROVISIONS INCORPORATED  
BY REFERENCE (FEB 1998)**

This solicitation incorporates one or more solicitation provisions by reference, with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make their full text available. The offeror is cautioned that the listed provisions may include blocks that must be completed by the offeror and submitted with its quotation or offer. In lieu of submitting the full text of those provisions, the offeror may identify the provision by paragraph identifier and provide the appropriate information with its quotation or offer. Also, the full text of a solicitation provision may be accessed electronically at this address:

<https://www.acquisition.gov>

FAR 52.204-6	Data Universal Numbering System (DUNS) Number (APR 2008)
52.215-5	Facsimile Proposals (OCT 1997)

Upon request, the Contracting Officer will make their full text available.

**L.2 52.216-1 TYPE OF CONTRACT (APR 1984)**

The Government contemplates award of an indefinite delivery indefinite quantity contract resulting from this solicitation

**L.3 EXPENSES RELATED TO OFFERORS SUBMISSIONS**

The Government does not intend to pay for the information solicited, or reimburse the offeror for any costs incurred in the preparation of, or the submission of any response to this solicitation or in making necessary studies or designs for the preparation thereof, including attendance at any pre-solicitation conference.

**L.4 FAR 52.233-2 SERVICE OF PROTEST (AUG 1996)**

(a) Protests, as defined in Section 33.101 of the Federal Acquisition Regulation, that are filed directly with an agency, and copies of any protests that are filed with the General Accounting Office (GAO), shall be served on the Contracting Officer (addressed as follows) by obtaining written and dated acknowledgment of receipt from:

TROY T. TEACHEY, CONTRACT SPECIALIST  
IMMIGRATION AND CUSTOMS ENFORCEMENT  
OFFICE OF ACQUISITION MANAGEMENT (OAQ)

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801 I STREET NW  
WASHINGTON, DC 20536

(b) The copy of any protest shall be received in the office designated above within one day of filing a protest with the GAO.

**L.5 COMPLIANCE WITH INSTRUCTIONS**

When evaluating an offeror's capability to perform the prospective contract, ICE will also consider compliance with these instructions. ICE will consider an offeror's noncompliance with these instructions, or any attempt to evade the requirements imposed by these instructions, as indicative of conduct ICE may expect from the offeror during contract performance. ICE reserves the right to treat noncompliance with these instructions as a risk, and may treat such risk as grounds to eliminate any vendor from award consideration.

**L.7 NUMBER OF AWARDS**

ICE anticipates the award of one contract as a result of this solicitation.

**L.6 PROPOSAL RESPONSE INSTRUCTIONS**

The offeror's proposal shall include five separate parts: Volume I – Executive Summary; Volume II Technical; Volume III – Draft Contract; Volume IV - Past Performance; and Volume V – Socio Economic Status/Usage.

**L.6.1 VOLUME I - EXECUTIVE SUMMARY INSTRUCTIONS**

Volume I shall contain a separately bound Executive Summary. The Executive Summary shall familiarize the Government with the key elements and unique features of the offeror's proposed products. In addition, it will serve as the reference document for understanding the proposal format and elements of the proposal, and provide a brief overview of the proposed products and any related service. This section is limited to 5 pages only.

**L.6.2 VOLUME II - TECHNICAL INSTRUCTIONS**

This section shall be limited to 10 **pages**, in addition to the documentation required in each Statement of Work which does not count against the 10 pages (see SOW Documentation paragraph 3.6). Within the ten pages of Volume I, the offeror shall describe the technical approach to providing the weapons identified in the Statement of Work.

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Volume III shall contain solicitation sections A through J, including section K, any amendments, and all “contractor fill-ins” completed. This volume should also include an original signature and date of execution on each of the Standard Form (SF) 33 cover sheets. Any subsequent contract will consist of sections A through J. The table provided below contains a listing of sections A through L and indicates which of those require contractor fill-in information. Following the table are specific instructions for those sections.

PDW Solicitation Sections

ID	Solicitation Section Title	Source of Section	Contractor Fill-in Items Present
A	Solicitation, Offer and Award, Standard Form (SF-33)	ICE Supplied	Yes
B	Supplies and Services - Contract Line Items (CLIN)s	ICE Supplied	Yes
C	Statement of Work (SOW)	ICE Supplied	No
D	Packaging and Marking	ICE Supplied	No
E	Inspection and Acceptance	ICE Supplied	No
F	Deliveries and Performance	ICE Supplied	No
G	Contract Administration Data	ICE Supplied	Yes
H	Special Contract Requirements	ICE Supplied	No
I	Contract Clauses	ICE Supplied	No
J	Attachments	ICE Supplied	Yes
K	Representations, Certifications, and Other Statements of Offerors	ICE Supplied	Yes
L	Instructions, Conditions, and Notices to Offerors	ICE Supplied	Yes - all

**L.6.3.1 SECTION A INSTRUCTIONS**

Standard Form 33 Solicitation, Offer, and Award (SF-33), blocks 12 - 18 contractor fill-ins are self-explanatory. The SF-33, block 17 must be signed by an agent of the company authorized to make the offer.

**L.6.3.2 SECTION B INSTRUCTIONS**

For all Contract Line Items (CLINs) offerors should provide the unit price, including packaging, packing and preservation of the unit. The contractor should account for quantity discounts offered per calendar year in which the quantities may be ordered establishing SubCLINs at each price breakpoint. The contractor should further

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modify Section B to provide for additional SubCLINs for the weapons parts as provided for in Section C paragraph 3.23.

**L.6.3.3 SECTION C INSTRUCTIONS**

Offerors shall provide all samples and documentation identified and required in the Statement of Work.

**L.6.3.3.1 GENERAL PREPARATION GUIDELINES FOR THE CONTRACTOR GENERATED ATTACHMENTS IDENTIFIED IN STATEMENT OF WORK****General Preparation Guidelines**

- a. Use of automated techniques is encouraged when developing documents. The term "document" means a collection of data regardless of its medium.
- b. Diagrams, tables, matrices, and other presentation styles are acceptable substitutes for text when data can be made more understandable using these styles.
- c. The document should include an appropriate title page.
- d. The document should contain a table of contents.
- e. Each page should contain a unique page number and the appropriate document identification information.
- f. A separate section should contain any general information that aids in understanding this document (e.g., background information, glossary, rationale).
- g. Appendices may be used to provide information published separately for convenience in document maintenance (e.g., charts, tables).
- h. The document should be provided in a separately bound section.
- i. The document should be based on the standard company policy and procedures.

**L.6.3.4 SECTION G INSTRUCTIONS**

In G.3, please provide the remittance address.

**L.6.3.5 SECTION K INSTRUCTIONS**

The offeror should provide the requested information for Section K. Contractor fill-ins are self-explanatory.

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This section shall be limited to **3 pages** total. The offeror shall submit their demonstrated record, within the past three (3) years as confirmed by references (Federal, State, local government, and/or private), of past performance, including quality of services, compliance with Statement of Work, contract management, and customer satisfaction.

The offeror shall identify three (3) ongoing or successfully completed projects performed by the offeror or its Subcontractors that demonstrate recent and relevant past performance. Recent is defined as within the last three (3) years from the date proposals are due. Relevant is defined as work similar in scope, complexity, magnitude, and financial impact to client to the work identified in the Statement of Work.

For ongoing projects, at least 50 percent of the contract funding for the period of performance shall have been expended by the date of submission of the proposal.

Please include the following information:

- a) Project Title,
- b) Description of the Project,
- c) Contract/Delivery Order Number,
- d) Contract/Delivery Order Amount,
- e) Government Agency/Organization,
- f) Contracting Officer's Technical Representative (COR) name, address, phone number and email address,
- g) Contracting Officer's name, address, telephone number and email address, and
- h) Current status, (e.g. completed and/or in progress, start and estimated completion dates).

A past performance questionnaire is provided as Attachment J.1, Contractor Provided Letter Requesting Past Performance Evaluation. The offeror shall forward this questionnaire to each of the references provided and request the response be submitted directly to the address specified for receipt of responses by the due date of the solicitation.

The Government reserves the right to access past performance information from other sources.

**L.8 VOLUME V - SOCIO ECONOMIC STATUS/USAGE(APPLIES TO DHS MENTOR –PROTÉGÉ PROGRAM PARTICIPANTS ONLY)**

There is no page limitation for this volume.

DHS Mentor-Protégé Program. The Government will evaluate the offeror's Socio Economic Status/Usage factor by reviewing the offeror's participation in the DHS Mentor-Protégé Program and the effect of that participation in meeting the Department's small business goals. If the offeror participates in the DHS Mentor-Protégé Program, a signed letter of mentor-protégé program approval by the Office of Small

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Disadvantaged Business Utilization (OSDBU) is required to be submitted under this factor. Agreements approved by other agencies are not acceptable.

Small Disadvantaged Business Participation Program – Targets. The offeror shall provide targets, expressed as percentages of potential contract value, for SDB participation. The offeror shall state the name of the SDB, describe the proposed subcontracts, and include approximate dollar values of the subcontracts. Evaluation of SDB participation will be a subjective assessment based on the offeror's SDB participation targets (expressed as dollars and percentages of the total value of the proposal), and the extent to which the SDB is specifically identified in the offeror's proposal.

**L.9 COMMUNICATIONS REGARDING THIS SOLICITATION**

Any communications regarding this Solicitation shall be directed to :

Troy Teachey, Contract Specialist, at telephone (202)732-2592 or troy.teachey@ice.dhs.gov.

Questions concerning the Request for Proposal (RFP) shall be submitted via e-mail to Troy T. Teachey, the Contract Specialist, by **4:00 pm** EST on **June 29, 2012**. Offerors shall cite the attachment number, section, paragraph, and page number of the document that their question pertains to. Answers will be provided to all prospective offerors, giving due regard to the proper protection of proprietary information. U.S. Immigration and Customs Enforcement (ICE or Government) recommends that offerors ensure questions are written to enable a clear understanding as to the offeror's issues or concerns. Statements expressing opinions, sentiments or conjectures are not considered valid inquiries or comments for this purpose and will not receive a response from ICE. Furthermore, offerors are reminded that ICE will not address hypothetical questions.

**L.10 Conditions of This Solicitation**

This solicitation is not a contract, a promise to contract, or a commitment of any kind.

**L.11 Submission of Proposals****L.11.1 Paper Copy Submissions**

Two paper copies of the entire proposal and one electronic copy must be submitted.

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**L.11.3 Time, Date, and Place for Submission of Proposal**

An original of Volumes I – V and an electronic copy (CD) of the proposal shall be included with the qualification samples and delivered to:

U.S. Immigration and Customs Enforcement, Armory Operations

Attn: Solicitation HSCEMS-12-R-00011

320 East Chestnut Avenue

Altoona, PA 16601

All electronic proposals shall be provided in MS Word Ver. 2010 or earlier and/or Excel Ver. 2010 or earlier. Facsimile proposals are not permitted and will be disregarded if received

All electronic file contents should exactly match print versions of submitted documents. Electronic submissions should be accompanied by a printed inventory that identifies all soft copies, their file contents, and their electronic formats. All electronic files and hardcopy files should be labeled with the Offeror's name, solicitation number, submission date and the words "Source Selection Sensitive". The electronic versions of electronic files must match the corresponding printed versions that are submitted.

The entire proposal must be received not later than 4:00 P.M., EST, on July 9, 2012.